

**IOWA DEPARTMENT OF PUBLIC SAFETY**  
**Iowa Sex Offender Registry**  
**Staff Assignments -January 24, 2001**

**Program Planner II (1)**

- Monitor Website information for accuracy
- Process Applications for Determinations received
- Respond to correspondence from registrants (e-mail, answering letters/misc. inquiries)
- Review submitted risk assessments from DOC, DHS and JCO's for completeness
- Respond to requests for information/assistance from Criminal Justice Agencies/Public
- Review and recommend procedures
- SOR Presentations/Training to Criminal Justice Agencies
- Testify in court on non-compliance cases when requested
- Coordinate the SOR transfer of information to the National Sex Offender Registry
- Coordinate the SOR statistical information

**Program Planner I (1)**

- Prepare documentation for public notifications/renotifications
- Respond to requests for information/assistance from Criminal Justice Agencies/Public
- Identify suspected cases of non-compliance
- Testify in court on non-compliance cases when requested
- Prepare non-compliance documentation as requested by agencies/agents
- Coordinate daily review of data entry and change of information for accuracy
- Coordinate all Government agency background checks
- Coordinate all health care facility checks
- Identify those registrants that are subject to the lifetime registration requirement
- Disseminate documentation to police/sheriffs for their at-risk files
- Coordinate conversion of SOR Photographs into database for law enforcement

**Information Technology Support Worker II (1)**

- Process new registrant information
- Process changes of address and other registrant information
- Coordinate the Verification of Address procedure
- Prepare and maintains registrant files
- Process correspondence received

**Special Agents (3)**

- Conduct investigations on suspected cases of non-compliance
- Testify in criminal proceedings
- Provide training to law enforcement
- Provide assistance to municipal & county agencies in the public notification process
- Conduct risk assessments
- Respond to requests for information/assistance on SOR matters
- Provide testimony at administrative hearings

The Program Planner I position is vacant from a resignation and are in the process of filling this.